



# Engineering Studies - Preliminary and Detailed

## Step 1. Funding Application

Stage	Timeline	Step	Description
Submission	Start	1	Contact your local electric utility Account Manager
	3 Business days	2	Submit the signed Engineering Study Application form and Engineering Study Proposal
		3	Receive confirmation that technical reviewer (TR) received application
Review	30 Calendar days plus additional time for information requests	4	Review of Application
		5	May receive information requests for follow-up information from TR
		6	Send response to any information requests within 10 business days of request
		7	Incorporate any required revisions
Approval		8	Receive Engineering Study Funding Contract if approved
		9	Sign and return Contract
		10	Receive confirmation that Contract was received

Summary: Approximately 30-40 Calendar days

## Step 2. Baseline Methodology Review (optional)

Stage	Timeline	Step	Description
Submission	Start	1	Submit Baseline Methodology to TR
	3 Business days	2	Receive confirmation that TR received Baseline Methodology
Approval	5 Business days	3	Receive approval of Baseline Methodology

Summary: Approximately 8-12 Calendar days

## Step 3. Study Draft Report - Acceptance, Payment, and Approval

Stage	Timeline	Step	Description
Submission	Start	1	Send Study Draft Report and Invoice for 50% of approved study costs
	3 Business days	2	Receive Report Review Plan from TR
Review and Payment	30 Calendar days	3	Receive acceptance from TR that the Study Draft Report and Invoice are reflective of application scope - TR issues Master Payment Requisition
Review		4	TR conducts Detailed Review of Study Draft Report
		5	Receive comment on Study Draft Report from the TR

Summary: Approximately 35 Calendar days



## Step 4. Study Final Report - Must be received with 60 days of the Approval of Study Draft Report

Stage	Timeline	Step	Description
Submission	Start	1	Send Study Final Report and Invoice for remaining 50% of approved study costs
	3 Business days	2	Receive Report Review Plan from TR
Review	30 Calendar days plus additional time for information requests	3	TR review of Study Final Report
		4	May receive information requests for follow-up information from OPA
		5	Send response to any information requests within 10 business days of request
		6	Incorporate any required revisions
Approval		7	Receive approval of Study Final Report from the TR
Payment	30 Calendar days	8	TR issues Master Payment Requisition

Summary: Approximately 60-70 Calendar days

## Incentive Agreement

### Step 1. Application and Review

Stage	Timeline	Step	Description
Submission	Start	1	Contact your local electric utility Account Manager
	3 Business days	2	Submit the Incentive Application form, Study Final Report, Performance Security Option, and Certificate of Solvency
		3	Receive confirmation that TR received application and supporting documents
Review	30 Calendar days plus additional time for information requests.	4	TR Review of Application
		5	May receive information requests for follow-up information
		6	Send response to any TR information requests within 10 business days of request
Review	20 Calendar days plus additional time for information requests.	7	Incorporate any required revisions
		8	Receive Summary Review Report and measurement and verification plan from TR with comments and requests
		9	Send response to any TR information requests within 10 business days of request
Approval	3 Business days	10	Incorporate any required revisions
		11	Receive Incentive Contract from LDC with confirmation of approval

Summary: Approximately 50-60 Calendar days